

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER	
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.				JOB NO. <b>59-266</b>	
				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) <b>CHIEF, MANAGEMENT STAFF</b>		DIVISION	
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<b>MANAGEMENT STAFF PROJECT FILE</b>					
<b>a. Project Initiation File</b>					
Consists of Forms 30-27 Request or Proposal For Management Assistance From O&M Service.					
<b>b. Project Completion Reports File</b>					
Consists of Forms 30-28, Completion Report on Management Project by O&M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future action, etc. (1953-1958)					
<input type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
<b>SECRET</b>			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify)		
			<input checked="" type="checkbox"/> LEGAL <b>1/2</b> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
<b>None</b>					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
<b>1717 H</b>	<b>555</b>	<input type="checkbox"/>	<b>18 Sept. 1958</b>	<input type="checkbox"/>	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL					
<input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
<b>MEMBERS OF MANAGEMENT STAFF ONLY</b>					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY					
<b>RECORDS CONTROL SCHEDULE 30-56 DATED 26SEPT. 1956 ITEM 5</b>					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER	
<b>1717 H. 555</b>			<b>18 Sept. 1958</b>	<input type="checkbox"/>	

